



General Student Organization Constitution Form

Each student organization must complete a constitution. *Please use this template form as a guide to develop your own club constitution.*

ARTICLE I. NAME OF ORGANIZATION

ARTICLE II. PURPOSE OF ORGANIZATION

(i.e., Social, Service, Honorary, Political, or Special Interest)

ARTICLE III. MEMBERSHIP

Membership is limited to Palomar College students only, regardless of race, religion, gender, national origin, or physical limitation. All clubs must be inclusive.

Basis of membership shall be:

Membership dues shall be: \$ per (optional)

ARTICLE IV. QUALIFICATION AND ELECTION OF OFFICERS

Section 1:

Officers are usually President, Vice President, Secretary, Treasurer, and Inter-Club Council Representative.

Section 2:

Executive Council is *optional*, but should consist of: President, Vice President, Secretary, and Treasurer.

Section 3:

Club elections will be held:

ARTICLE V. DUTIES OF THE OFFICERS

Section 1:

President

- Preside over all meetings
- Call special meetings
- Carry out the provisions of the Constitution
- Appoint committees and chairpersons
- Oversee all committee activities
- Represents the club on public occasions

Section 2:

Vice President

- Assume the duties of the president in his/her absence
- Act as publicity chairperson (membership, etc.)
- Perform any duties delegated to her/him by the president

Section 3:

Secretary

- Keep accurate minutes of all meetings
- Act as correspondence clerk
- Email and maintain agendas for all meetings

Section 4:

Treasurer

- Oversees club finances and balances funds and finances for club
- Keep financial records and collects dues
- Pay bills and release funds as voted by the general membership

Section 5:

Inter-Club Council Representative

- Attend all ICC meetings
- Report the results of ICC meetings to the club

ARTICLE VI. IMPEACHMENT AND REPLACEMENT OF OFFICERS

Section 1:

An officer may be impeached only under the following conditions: there must be a quorum present during impeachment, 2/3 of the membership must vote, prior to impeachment, there must be one week's notice of intent publicized.

Section 2:

Replacement of officers shall be in the following manner:

Club agenda must have a NOMINATIONS/NEW BUSINESS section identifying open positions.

Nominations can be opened m/s and students may nominate someone (that student must accept the nomination) or self-nominate. All nominations are voted on (each club member gets one vote).

Student with the highest votes is sworn into the position.

ARTICLE VII. MEETINGS

Section 1:

Meetings shall be held (twice a month/ weekly/monthly) unless otherwise ordered by the club.

ARTICLE VIII. ADVISOR

Section 1:

All recognized clubs must have at least one full-time employee at Palomar College full-time employee/faculty member as their advisor who functions with the club at all official meetings and events. A club may have up to three advisors.

ARTICLE IX. AMENDMENTS TO CONSTITUTION

Section 1:

Any amendment change requires a 2/3 vote at a general meeting. The change must be added to the New Business Section of the agenda.

President's Signature

Date:

Advisor's Signature

Date:

Office of Student Life & Leadership Signature

Date: